



INDIANA COMMISSION ON COMMUNITY SERVICE & VOLUNTEERISM
Meeting Minutes

August 9, 2006
10:00 AM – 3:00 PM

**Indiana Government Center
302 W. Washington Street
Conference Room 22
Indianapolis, Indiana**

The ICCSV Meeting was called to order by Commission Chair David Reingold at 10:05 AM, followed by the official roll call. Those in attendance were:

Rick Bentley	Carter Phegley
Mark Dobson	David Reingold
Phyllis Kincaid	Wesley Simms
Amy Mendoza	Michele Sullivan
Jackie McCracken	

The following OFBCI staff members were also in attendance:

Paula Parker-Sawyers	John Rentsch
Cecelia Johnson-Powell	Janet Simpson
Carey Craig	Erin Wright
Dave Liebel	

Prior to the approval of the minutes from the June 14, 2006 meeting, Phyllis Kincaid advised that under Article 4 of the By-laws of the ICCSV, and in accordance with Robert's Rules of Order, the quorum for the June 14 meeting was seven Commissioners. However, because some of the commissioners left before the conclusion of the meeting, some decisions were made when there was no longer a quorum. Commission Chair Reingold advised the Commission would ratify those decisions during this meeting in order to be in accordance with the By-laws. Commission Chair Reingold also stated that "once a quorum, always a quorum" is not in accordance with Robert's Rules of Order. Executive Director Paula Parker-Sawyers stated that as a result of the question raised during the last meeting OFBCI staff researched Robert's Rules of Order, and developed a quick reference handout of the meeting rules for distribution to commissioners. Michele Sullivan made a motion to accept the meeting minutes of June 14, 2006. Amy Mendoza seconded the motion. The motion was carried.

Following the approval of the minutes, Phyllis Kincaid moved to ratify the action which took place during the last meeting in the absence of a quorum. Wesley Simms seconded the motion. The motion was carried, 8-0-1. Jackie McCracken abstained.

AmeriCorps Marketing Video

Executive Director Paula Parker-Sawyers introduced the new AmeriCorps marketing video. This video, in DVD format, was made possible due to the generosity of Commissioner Marty Moore and his son, videographer Mark Moore. The video was designed to be both a recruiting and promotional tool and to share the AmeriCorps story. The video does not include time sensitive material, such as staff names and titles. Wesley Simms mentioned the manual labor highlighted in the video is limiting to those who may not be able to do manual labor. Paula Parker-Sawyers indicated it was also the desire of the OFBCI to show AmeriCorps members providing direct human services, but the availability of activities for filming was limited at the time. Rick Bentley acknowledged that Tyrell Giles did a great job being a spokesman for the AmeriCorps Program. Michele Sullivan also mentioned that because the video took on a younger perspective, it would be engaging enough to capture the attention of young people. It was noted the OFBCI contact information and website address needed to be changed. Paula indicated as soon as these changes were made, the video would be ready to be used as a marketing and outreach tool.

Video Distribution Plans

Dave Liebel shared the OFBCI's distribution plans for the video. At the end of September, the OFBCI staff will develop and mail AmeriCorps promotional packets to principals, guidance counselors and financial aid offices of approximately 400 total public and private high schools and 77 institutions of higher learning in Indiana. The packet will include a cover letter introducing AmeriCorps and the OFBCI, brochures, the video, specific Indiana-related materials and a response card. The promotional packets will cost approximately \$2.50 each to mail, which is an effective and reasonably low-cost outreach initiative. The length of video is ideal because it fits within a meeting timeslot, and also be used with potential programs. The OFBCI has purchased an automated DVD duplicator; therefore, the video can be duplicated in-house for under \$1.00 and can be customized to a particular audience. Next week, the AmeriCorps Program Directors will be having a two day training session. During this session, they will be asked to give a develop a profile of the typical AmeriCorps member, along with a summary of the type of person they are looking for and their attributes. This will assist school guidance counselors in matching students with AmeriCorps opportunities. The OFBCI is also considering invitations from college and military recruiters.

Commission Chair David Reingold asked Jackie McCracken if she had any ideas or additional contacts that may be able to assist in this recruiting initiative. She indicated they have a huge mailing list of people who are liaisons on their campuses as well as a networking council. Most of the liaisons are either staff members or someone on campus who is connected to the community, student representatives or faculty members. They meet two times a year and the next meeting is in September. David asked if it would be

possible to piggy back on that network in order to get this information out more quickly. Jackie McCracken advised one of their aims this year is to meet with financial aid officers to discuss using federal work study dollars as matching funds. Ms. McCracken advised she would work with the OFBCI to work out the logistics of meeting with the network. Michele Sullivan mentioned guidance counselors are the best people to contact and the Department of Education will work with OFBCI in providing them the necessary contact information. She also mentioned athletic departments as sources of good contacts for potential AmeriCorps members. Jackie McCracken indicated she would compile a list of all student run organizations on their campuses that are doing volunteer work independently. Mark Dobson suggested sending this information to service organizations that provide scholarships, such as the Rotary Club and the Kiwanis, because guidance counselors have a tendency to get inundated with recruitment materials. Wesley Simms advised a great opportunity might be the Department of Workforce Development and Workforce One. Amy Mendoza suggested the video be translated into Spanish to appeal to a much wider audience and more organizations around the state. Amy indicated she has a list of translators who are registered with the State of Indiana. The Commission also discussed the possibility of getting air time with local TV channels, as well as using some of the Corporations Public Service Announcements, customizing the contact information, and approaching government access channels around the state. The Commission was asked to let the OFBCI know of any ideas they had for their individual communities.

Executive Session

Executive Director Paula Parker-Sawyers defined the Executive Session as the opportunity to address any questions regarding Habitat for Humanity of Indiana or the reconsideration of Indiana Campus Compact. Paula Parker-Sawyers indicated both cases are challenging situations and are so vital to the work OFBCI does with the commission. She also advised Commission Chair David Reingold has been working closely with OFBCI reference these two issues.

Executive Director Paula Parker-Sawyers advised the Commission that the monitoring report was delivered to Habitat for Humanity of Indiana. She shared with the Commission that every single grantee, as part of OFBCI's requirement by the Corporation, is monitored to ensure they are in compliance with corporation regulations, and that nothing asked of Habitat for Humanity was different than that asked of any other grantee. Ms. Parker-Sawyers reminded the Commission of their decision in April, 2006, with respect to the granting of Habitat for Humanity and the holding back of \$30,000, and indicated that when OFBCI's monitoring team, Erin Wright and Chuck Templin, did their site visit, it was discovered they really needed to do more than a random check. They checked all of their files and will conduct additional checks over the rest of the year. The program director is required to attend all training sessions this year (including those for first-year programs). There were two significant financial fiscal findings which needed immediate attention, things which, if an audit was conducted, could reflect negatively on the grantee and the commission, as well as multiple programmatic findings. Executive Director Parker-Sawyers indicated that upon receiving the monitoring report, that she immediately advised Commission Chair David Reingold about the findings from

the monitoring visit. It was suggested by the Executive Director the activities of Habitat for Humanity of Indiana be suspended because Executive Director John Banks has left Habitat for Humanity and the organization is currently without an executive director. At the advice of the Commission Chair, the activities were not suspended, as it would not be in the best interest of the Commission to suspend an organization without an executive director, giving them an opportunity to work through their issues. The chair of the board has been acting in absence of the CEO. Paula informed the commission that as this is a highly visible grantee, the findings were shared with Governor's Office. Paula advised she and Carey Craig met with Richard Miller, President of the Board of Habitat for Humanity of Indiana, in July and that their meeting was very positive. During the meeting, Mr. Miller stated he recognized they had a lot of things they needed to do and is looking for an executive director with experience in running a large organization. She also stated the OFBCI received, August 8th, late yesterday afternoon the Habitat for Humanity's response to the monitoring visit and hasn't had time to review their comments. However, it appears they have answered every single issue and have implemented changes in their policy and practices. OFBCI staff will review their responses and provide the commission with a summary. Habitat for Humanity has 17 different sites around the state, they recognize their fiduciary responsibilities, and are looking for a retired executive to serve for one year as interim executive director. Commission Chair Reingold indicated the commission and the OFBCI have a very positive relationship with Habitat for Humanity and that there is always a sensitive balance in holding grantees accountable as well as helping them as partners.

Billie Sue Smith joined the meeting at 10:58 AM.

Executive Director Parker-Sawyers then addressed the issue of Indiana Campus Compact and advised the OFBCI is working closely with Jackie McCracken regarding the issue of not being approved for funding and are discussing strategies for ensuring Indiana Campus Compact is successful in securing an Education Award Only grant award in 2007. Phyllis Kincaid asked if after an organization receives funding for 6 years and then takes a year off, can the organization reapply for another 6 years. Executive Director Parker-Sawyers advised this issue needed to be addressed as a committee, as well within the State Service Plan. She further stated the OFBCI is responsible for providing to the CNCS an update of the State Service Plan by the end of September, but the plan can be modified at any time. Billie Sue asked if the Unified State Plan is a living document and if so, why does the commission have to have the State Service Plan instead of amending the Unified Service Plan. Ms. Parker-Sawyers said the corporation has advised the Unified Service Plans are no longer valid, and have left it up to the individual states as to whether they want to use their current Unified Service Plan as their foundation for creating their State Service Plans. It is now a federal requirement that all states have a State Service Plan and the commission needs to decide if they would like to adopt the current Unified Service Plan as the State Service Plan. Executive Director Parker-Sawyers further stated the format of the new plan is very different and is standardized. The ICCSV needs to answer three questions, advising the degrees of answers will vary from state to state. The ICCSV will not be reviewing the plan at this meeting, but will be reviewing the process the OFBCI is proposing and are to advise if the process is

appropriate. Commission members were given a copy of a message from CNS which serves as a reminder of the September 18th deadline for State Service Plan submissions, as well as tips to stimulate ideas on what should be submitted in the plan. Ms. Parker-Sawyers indicated that clearly the State Service Plan is really a response to indicate how the commission is responding and is a matter of gathering enough information to satisfy the corporation, noting the State Service Plan has a maximum five (5) page limit.

Break from 11:20 to 11:40.

David Reingold introduced Dr. Roger Jarjoura, Executive Director of Aftercare in Indiana Through Mentoring (AIM), an Indiana University-sponsored nationally recognized AmeriCorps program. Dr. Jarjoura was invited to make a presentation to the ICCSV on behalf of the AIM program, which has received an enormous amount of attention and praise from around the country. Dr. Jarjoura advised he had the opportunity to sit down with David Eisner, CEO for CNCS, during Mr. Eisner's recent visit to Indianapolis. Mr. Eisner was eager to learn more about this model program in order to gain first-hand knowledge about some of the programs that are funded through the Corporation. This year marks the tenth anniversary of AIM, a juvenile reentry program that works with youth during the pre-release phase of their incarceration. Dr. Jarjoura shared with the commission that representatives from AIM will be going to Arkansas to conduct their first mentoring program for them as they will be starting their program in Arkansas using AmeriCorps members as well. Presently AIM serves youth in 53 Indiana counties. All juveniles in the Marion County transition program have to go through the AIM program. Recent statistics indicate the decline in the number of juvenile offenders, which has been under 1,000 for the past several years, has resulted in the closing of two Department of Correction juvenile offender facilities. In 2003, AIM was approved to be a VISTA host program. Dr. Jarjoura commended the CNCS State Office, stating during Mr. Louis Lopez tenure as state director, the caliber of VISTA candidates has improved dramatically, and those who have decided to do a VISTA term with AIM are fantastic. Louis Lopez joined the commission meeting at 12:05 due to a scheduling conflict. Mr. Lopez thanked the OFBCI for having a grant recipient come and speak to the commission and thanked AIM for putting Indiana on the map because AIM is the number one prisoner reentry program in the country. Executive Director Parker-Sawyers thanked Dr. Jarjoura for his attendance.

The commissioners were then asked to break for their working lunch and to participate on either the program or governance committees during the lunch session. The commission was asked to reconvene at 1:45. Due to a scheduling conflict, Carter Phegley excused himself during the lunch break.

Commission Chair Reingold reconvened the meeting at 1:56 PM. Phyllis Kincaid excused herself following the program committee meeting.

Mr. Reingold briefed the commission and advised the governance committee unanimously supported the State Service Plan submitted by the OFBCI, with a few minor

changes. The committee members suggested adding to the State Service Plan current activities as well as surveying OFBCI's partners in order to get a sense of what their priorities are. Executive Director Parker-Sawyers indicated these items would be addressed and the commission should expect to see a rough draft version of the State Service Plan soon. She asked for the commission to read, review and submit their comments within a two- day time period. Following the receipt of the commissioner's ideas and comments, the final rough draft version will be sent out electronically for an electronic vote. It was also suggested during the committee meeting that perhaps the commission could possibly have a retreat activity. Commission Chair Reingold advised he would discuss this matter with Executive Director Parker-Sawyers and attempt to find the best way for this to occur. A suggestion was made to devote a few hours during the next ICCSV meeting or set something up the evening before the committee meeting.

Rick Bentley spoke on behalf of the program committee. Mr. Bentley turned it over to Erin Wright, Senior Program Officer, to summarize the committee's recommendations to the full board.

The program committee recommended that Indiana institute a separate process for formula continuation applications, so that these applications are not added to the mix of competitive and new or recompute formula applications. It was recommended that continuation grantees (those that are in the midst of a three-year cycle) submit a shortened process focusing more on program outcomes than program design (since the design was already approved). By separating the processes, it will afford the peer reviewers, staff reviewers, and Board of Commissioners more time and energy to focus on the competitive and new or recompute formula applications.

Questions were raised about whether a formula continuation grantee would be eligible to apply for a competitive application in the midst of a three-year formula cycle. Discussion ensued and it was decided that more information on the options and implications was needed prior to making a decision on this issue.

The program committee recommended that the Commission not consider incomplete application submissions. As the grant application process currently reads, proposals "may be disqualified if required portions of the application are missing or incomplete." It does not indicate under what circumstances an application will or will not be disqualified. The Commissioners were all in agreement that foundations and other grant-making entities generally discard incomplete applications and that ICCSV should institute the same practice.

Ms. Wright reviewed the ICCSV funding decision options with the Commissioners. Currently, there are no consistent, pre-determined funding decision options that the Commissioners utilize to make funding decisions based on the peer review and staff review recommendations. More information on the implications of the possible options was requested.

The issue regarding decisions about unallocated funds was discussed. The Commissioners agreed that OFBCI staff should make recommendations about potential grantees and/or strategies to the Commission. This will ensure that staff members are protected and have the documented support of the Board.

Louis Lopez stated that the Commission should clarify its policy and authority related to discretionary funding.

Ms. Wright stated that the program committee began to discuss the timing of the Pre-Award Risk Assessment in the grant application review process, but did not yet have a recommendation to make to the Board. Ideally, the pre-award risk assessments would occur prior to any funding decisions. However, due to the time intensity of this process, sufficient staff resources are not available to conduct them using the same tool and procedures as are currently in place.

It was decided that the Commissioners need additional information in order to make informed decisions regarding changes in policy, practice, and process relative to grant procurement.

Ms. Parker-Sawyers suggested to the Commission Chair and the committee that the Commission convene a special meeting in September to specifically address the grant application process and the sustainability policy. As a result of this meeting, either on September 11th or September 12th, the meeting previously scheduled for October 11th would be canceled. Ms. Parker-Sawyers reminded the commission that discussing this policy was the only way to make an informed decision in order to resolve this issue. She advised the commission she would send them an email asking for their preferences for the date and time for this three to four hour meeting.

Wesley Simms excused himself at 2:42 PM.

The Executive Director's Report was highlighted by Paula Parker-Sawyers. She advised CNCS Program Officer Alice Kim is interested in looking at the OFBCI's monitoring policy, as well as the pre-award risk assessment, and the way in which it is utilized. Ms. Kim will be visiting Indiana from August 30th through September 1st. The AmeriCorps opening retreat is scheduled for October 17th and 18th at Waycross Camp in Brown County. Additional event information will be sent out in September. Ms. Parker-Sawyers shared that some type of service project will be completed during this retreat, possibly greetings cards for the troops overseas as well as some type of a homeless takeaway, either sleeping bags or sit-upons.

A motion to adjourn the meeting was made by Commission Chair Reingold, seconded by Rick Bentley. The meeting was adjourned at 2:43 PM.

Respectfully submitted,

Janet Simpson
Administrative Assistant